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**Enumerator**

**Terms of Reference**

## Background

With the support of the European Regional Development and Protection Programme for Lebanon, Jordan and Iraq (RDPP II), Oxfam and partners Legal Agenda (LA) and Lebanese Observatory for Workers and Employees’ Rights (LOWER) are implementing a project titled “Promotion of decent work and sustainable business development in Bekaa, Lebanon.” In addition, the project works very closely with My Work, My Rights! Network, an informal group of local Civil Society Organisation (CSOs) that works on advancing decent working conditions in Lebanon.

The project aims to contribute to a decent and economically sustainable business environment for displacement-affected populations in the Bekaa by strengthening the linkage between the local civil society, the business development service (BDS) providers, and the MSMEs in Bekaa.

To achieve this overall objective, the project will implement activities under three main clusters:

* Cluster 1: Empower a local network of Civil Society Organisations (CSOs) to influence practices and policies related to decent work;
* Cluster 2: Convene an informal network of private business development organizations and professionals with strong decent work capacities in Bekaa;
* Cluster 3: Improve working conditions and accessible decent job opportunities in Micro, Small, and Medium Enterprises (MSMEs) in Bekaa.

Under activity cluster 3, Oxfam has started and will continue to conduct monitoring visits to the 31 MSMEs that received technical support from BDS organizations and financial grants from Oxfam to sustain and grow their businesses in an improved decent work environment.

ObjectiveOxfam is looking for two qualified enumerators in Bekaa, Lebanon to work directly with the MEAL Officer and Senior Project Officer in Bekaa to visit the MSMEs that have received technical and financial support. The purpose of the visits is to monitor the grant disbursement per approved plans, ensure MSME owners are accountable and abiding by signed project agreement, that projects are on track and to identify current or potential problems that are faced by the MSMEs.

The site visit is to determine whether a project is being executed according to its work plan and/or is on schedule, enhance better understanding of information provided in written performance reports, assist the Senior Program Officer in making recommendations and evaluating progress, and provide a chance to learn about the facilities, equipment, and staffing capabilities of the recipient. The site visit can also increase understanding between the grantee and Oxfam about general grant agreement requirements to make sure this opportunity is used to ask questions.

The enumerators should have all necessary grant information on hand to be validated in the visit (business plan, decent work plan, grant disbursement plan, quotations, and others as needed).

In an excel sheet, the below key information is to be documented:

* Evidence of progress, achievements, and challenges
* Procurement of items covered by the grant (what has been purchased and where is it being used?)
* Successful implementation of the project in relation to the project and its objective.
* Any support/help provided.
* Any action points for next follow up visit.
* Picture(s)

## Expected Deliverables

The two enumerators are expected to work together to conduct a monthly visit to each MSME for the following 4 months: May, June, July and August. For each month, the enumerators are expected to be available for 10 days: 8 days to conduct the monitoring visits and 2 days for administrative duties which include reporting on the data collected throughout the visits on an Excel template. Prior to each visit, the enumerators are expected to go through the various documents of the relevant MSME including the business plan, decent work plan, grant disbursement plan, quotations, and others as needed.

## Consultancy duties and responsibilities

Enumerator’s main responsibility will be to:

* Desk review to go over and understand Oxfam policies and guidelines
* Take appointments with MSMEs per Oxfam’s instructions and share schedule to book transportation needs.
* Read and review the relevant documents of each MSME prior to visit
* Visit supported MSMEs on a monthly basis
* Report daily to the Senior Project Officer/MEAL Officer
* Fill in the data collected during the monitoring visit
* Report and take note of success stories

## Qualifications and required expertise

Qualification & Skills Requirements:

* Excellent interpersonal, organizational, and time-management skills.
* Analytical.
* Strong experience in data collection and data entry via tablets.
* Strong business background and knowledge within the MSME sector in Bekaa.
* Proven written and oral communication skills in Arabic and English.
* Profficiency in using Microsoft Office Programs such as Word Document and Excel.

## Timeframe

Visits are envisioned to take place between **May and August 2022**

**Expression of Interest (EOI)**

Interested consultants should submit their CV to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk)